

U.S. COMMISSION OF FINE ARTS

ESTABLISHED BY CONGRESS 17 MAY 1910

401 F STREET NW SUITE 312 WASHINGTON DC 20001-2728 202-504-2200 FAX 202-504-2195 WWW.CFA.GOV

IN REPLY TO FOIA REQUEST CFA2019-02

June 10, 2019

Dear Ms. Best:

Pursuant to your Freedom of Information Act request (5 U.S.C. § 552), for “Documents generated as part of the creation of the FOIA office,” etc. dated and received May 21, 2019 and assigned reference number CFA2019-02, we are writing to offer our response. We are responding to each item in your request as follows:

Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership – *no responsive documents*
2. Documents discussing proposals and procedures – *no responsive documents*
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office – *See attached document, cfa201902c.pdf*
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and it's creation – *See attached document, cfa201902b.pdf*
 - A copy of the agency's first perfected (successful) FOIA request – *See attached document, cfa201902a.pdf*
 - Copies of other FOIA requests filed before the FOIA request described above – *no responsive documents*
 - Processing notes, search slips and response documents regarding the FOIA requests described above – *no responsive documents*
 - The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests – *no responsive documents*
 - A copy of the agency's first successful FOIA appeal – *no responsive documents*
 - Copies of other FOIA appeals received by the agency before the appeal described above – *no responsive documents*
 - Processing notes, search slips and response documents regarding the FOIA appeals described above – *no responsive documents*
 - The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals – *no responsive documents*

Thank you for your interest in the Commission of Fine Arts and its activities. The foregoing determination may be appealed administratively within thirty days of the date of this letter by writing to:

The Department of the Interior
Office of the Solicitor
1849 C Street, N.W., MS-6556 MIB
Washington, DC 20240
Attn: FOIA Appeals Office;

or via email at FOIA.Appeals@sol.doi.gov. You should clearly mark your communication: "Freedom of Information Appeal."

As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS in any of the following ways:

The National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road - OGIS
College Park, MD 20740-6001
E-mail: ogis@nara.gov
Web: <https://ogis.archives.gov>
Telephone: (202) 741-5770
Fax: (202) 741-5769
Toll-free: 1 (877) 684-6448

Please note that using OGIS services does not affect the timing of filing an appeal with the Agency's FOIA & Privacy Act Appeals Officer.

If you need any further assistance or have additional questions, I can be reached at (202) 504-2200 or sraposa@cfa.gov.

Sincerely,

/s/Susan M. Raposa
Technical Information
Specialist
Commission of Fine Arts

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